



OFFICE OF THE SECRETARY OF DEFENSE

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25 OCT 2007

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF
DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF
DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Contracting Professional Development Program

This memorandum and attached implementing instructions provide guidance to the DoD Components on establishing the Contracting Professional Development Program authorized by, 10 U.S.C. § 1724, as amended by section 824, Acquisition Workforce Qualifications, of the National Defense Authorization Act for Fiscal Year 2002, Public Law 107-107.

Section 824 amends section 1724 to allow DoD to accept into developmental positions individuals who do not meet all of the educational requirements for the GS-1102 series (contracting) established by section 1724.

In accordance with 10 U.S.C. §1724, as amended, Components may establish a Contracting Professional Development Program and accept individuals into civil service positions in the program for a probationary period of up to three years in order to complete the statutory educational requirements specified in subsection 1724 (a)(3).

David S.C. Chu
Under Secretary of Defense
for Personnel & Readiness,

E.C. Aldridge, Jr.
Under Secretary of Defense
for Acquisition, Technology and
Logistics

Attachment(s):
As Stated



**Implementation of the Contracting Professional Development Program for the
Department of Defense Acquisition, Technology, and Logistics Workforce (DoD
AT&LWF)**

APPLICABILITY: This Policy applies to the Office of the Secretary of Defense, the Military Departments, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as “the DoD Components”).

POLICY:

It is Department of Defense policy:

1. That all members of the 1102 series, and military members holding equivalent positions, meet the educational requirements for entrance into the series required by 10 U.S.C. 1724; and

2. To provide developmental opportunities, on an exception basis, to employees or applicants who have high potential to meet the education requirements.

The program established by this policy may be used to enable employees and applicants to enter a three-year program to meet the educational qualifications of 10 U.S.C. § 1724, when the Head of a DoD Component determines that it is necessary to do so to meet current or future critical needs for that Component to recruit and to appoint high potential individuals, from inside or outside of DoD, who do not meet the educational requirements of 10 U.S.C. § 1724.

Within the limitations identified in this policy, Components may appoint individuals to civil service positions in the Contracting Professional Development Program. DoD Component programs shall require that participants in their Programs:

1. Have been awarded a baccalaureate degree, with a grade point average of at least 3.0 on a 4.0 scale (or the equivalent), from an accredited institution of higher education authorized to grant baccalaureate degrees; or have completed at least 24 semester credit hours or the equivalent of study from an accredited institution of higher education in any of the disciplines of accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management;

2. Meet the qualification requirements for the grade level of the position for which they have applied; and

3. Sign an agreement with the terms and conditions of the appointment to the developmental position. Each agreement must, at a minimum, include:

a. The terms of the program as implemented by the appointing agency and approved by the appropriate offices within the Office of the Secretary of Defense in accordance with the responsibilities designated below.

b. The terms of any applicable service agreement that may have been established.

c. Notice of consequences if the individual fails to complete the educational requirements established in 10 U.S.C. § 1724(e)(1)(C).

1) If a Component selects for the program a current Federal employee who has successfully completed a probationary period (as defined in title 5, U.S. Code, or the equivalent), and the employee fails to complete educational requirements established in 10 U.S.C. § 1724(e)(1)(C) for reasons unrelated to misconduct or suitability within the three-year time limit provided in the law, the employee shall be removed from the program and reassigned to a position of equivalent status, tenure and pay outside the 1102 series for which he or she qualifies, if such a position is available. Otherwise, the Component shall utilize applicable adverse action procedures to remove the employee from his/her position in the 1102 series.

2) If a Component selects for the program a new Federal appointee who has not previously successfully completed a probationary period (as defined in title 5, U.S. Code, or the equivalent), the Component may utilize the three-year probationary period established under 10 U.S.C. § 1724(e) to separate the employee if he/she fails to complete the educational requirements established in 10 U.S.C. § 1724(e)(1)(C). Otherwise, the Component shall treat the employee as a probationary employee for the first twelve months of employment and, thereafter, utilize those adverse action procedures that would have applied to the employee after one year of employment had he/she not been appointed into the developmental program to take the appropriate adverse action (up to and including removal from federal service) against the employee.

Components shall maintain records on the number of participants and their progress in the program and shall evaluate the success of the program in meeting their requirements.

DoD Components may establish arrangements with accredited educational institutions to enable persons selected for this program to fulfill the requirements for entry into the 1102 series. The Components may use this program in addition to other DoD developmental programs already in place, and may use existing arrangements with accredited

educational institutions offering courses that provide credit towards Defense Acquisition Workforce Improvement Act (DAWIA) certification as well as degree completion. See <http://www.dau.mil>.

RESPONSIBILITIES:

USD(AT&L).

The USD(AT&L) will review proposed Component programs prior to implementation to ensure compliance with 10 U.S.C. 1724 and coordinate program information with the USD(P&R). Actions taken by USD(AT&L) will be in conjunction with USD(P&R).

Components.

The Heads of the DoD Components who choose to establish a Component Contracting Professional Development Program will provide a proposed program implementation plan to the USD(AT&L) for approval in coordination with USD(P&R) prior to implementation. At a minimum, each Component's proposed implementation plan shall include copies of notices provided to participants advising them of program terms and conditions; copies of program agreements to be signed by participants; and an explanation of how the agency intends to remove from their positions individuals who do not attain the educational requirements of 10 U.S.C. § 1724 by the end of the three-year probationary period.

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